

**Job Announcement - Maintenance Worker**

Under the direct supervision of the Facilities and Safety Manager, the Maintenance Worker will perform basic maintenance duties at thirteen (13) job site locations throughout Los Angeles County.

**Essential Job Duties:**

Within a teamwork environment, the essential functions of the job include, but are not limited to, the following responsibilities:

* Attending to written/oral work orders and performing basic building and equipment repairs.
* Duties include plumbing, electrical, lighting, patching, painting, demolition and repair.
* Driving company vehicle to job sites and on errands.
* Lifting and/or moving office furniture and equipment.
* Using hand tools and machines properly.
* Purchasing repair parts as needed and acquiring quotes when necessary.
* Establishing and maintaining professional relationships with those contracted during the course of work included but not limited to employees and all sub-contractors.
* Handling basic landscaping and custodial tasks.
* Completing basic vehicle and pre-trip inspections.
* Performing other duties as assigned.

**Job Requirements:**

* High school Diploma or equivalent preferred.
* A minimum of one (1) year general maintenance experience.
* Knowledge of tools, equipment and safety precautions.
* Ability to understand and carry out written and oral directions in a professional manner.
* Must have excellent customer skills and treat all associates respectfully.
* Must be able to work a flexible schedule including weekends and evenings.
* **Must have a valid CA driver’s license; clean DMV driver printout and provide proof of current automobile insurance.**
* **Must provide proof of current immunizations (TB clearance, MMR, TDAP, and Influenza, COVID 19).**
* **Criminal Record Background Check Clearance is required prior to employment.**

**Physical Demands:**

The successful candidate must be able to meet the following physical demands:

* Perform physical activities that require the incumbent to stand or walk most of the time; with bending, stooping, squatting, twisting, and reaching.
* Activities often also require considerable use of arms and legs; including lifting objects weighing up to 50 LBS unassisted or up to 100 LBS assisted.
* Ability to work in an environment with constant noise and flexibility to respond quickly to frequent movements.
* Abilities required by the job include near and distance vision, talking and hearing.

**Salary Range:**

The starting salary range for the Maintenance Worker position is $17.50-18.50/hour.

**Benefits Package:**

We offer an excellent benefit package to our employees. It includes 100% Employer Paid Medical, Dental HMO, Vision, Employee Assistance Program (EAP) and Basic Life and AD&D insurance. We also offer Voluntary Life, Accident, Hospitalization, Critical Illness and Long-Term Disability insurance policies in which you may choose to enroll.  We have a generous Paid Time Off program (up to 5 weeks per year), 11 Paid Holidays plus one Personal Day each year as well as a 401 (k) retirement plan with a Safe Harbor Match where we match your contribution dollar for dollar up to a maximum of 4% of your total compensation along with an annual profit-sharing plan (vesting applies). At IILA, we work only 37.50 hours each week to allow our employees the opportunity to enjoy a better work/life balance so they may spend more time with their family and friends.

**Application Information:**

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application, which can be found on our web site at [www.iilosangeles.org](http://www.iilosangeles.org)

Send resume and application to:

Veronica Leon

International Institute of Los Angeles

3845 Selig Place

Los Angeles, CA 90031

(323) 224-3800

vleon@iilosangeles.org